

*21 March 2005*

*Fuel Purchases*

## **Procedural Policy for Out-of-Cycle Contract Fuel Requests to Support USAF Activities**

1. **PURPOSE:** Provide procedural guidance for Air Force activities to request fuel not supported by a Defense Energy Support Center (DESC) contract and to request DESC fuel contract solicitation for new mission requirements and/or to amend an existent contract. This procedural policy does not apply to Air Force activities that are granted local purchase authority.

2. **AUTHORITY.** This Air Force Policy Directive (AFFPD) is approved by HQ USAF/ILGM and shall remain in force until amended, replaced, or rescinded.

3. **BACKGROUND.** The DESC is the Executive Agent for Class III petroleum products. Air Force activities that require procurement of fuel commodities shall submit requirement and justification statements to the Air Force Petroleum Office (AFPET). The AFPET shall review and evaluate the requirement and shall coordinate timely procurement action with the appropriate DESC functional office.

4. **OUT-OF-CYCLE (SPOT BUY) PURCHASE REQUESTS.** Air Force activities shall identify and submit out-of-cycle fuel purchase requirements with Attachment 1, *Request For Out-of-Cycle Purchase of Capitalized And Non-Capitalized Line Items*, when no DESC contract exists. The activity shall complete lines 1 through 12 (Note: Section 13, A through E are not applicable to Air Force activities). All Out-of-Cycle Purchase requests shall be directed to the AFPET for action. Purchase requests sent directly to DESC shall not be honored or processed.

4.1. Conventional aviation and ground petroleum product purchase requests shall be made no later than 72-hours prior to the required delivery date. Commercial vendors generally do not guarantee price quotes during weekend periods because of market fluctuations and Monday delivery requests, therefore, shall be avoided whenever possible.

4.2. Product purchase requests for alternate fuels such as E-85 and Bio-Diesel products shall be made no later than five business days prior to the required delivery date. Again, commercial vendors generally do not guarantee price quotes during weekend periods because of market fluctuations and Monday delivery requests, therefore, shall be avoided whenever possible.

5. **ESTABLISH A NEW CONTRACT REQUIREMENT OR AMENDMENT.** Air Force activities shall identify and submit new fuel contract requirements with Attachment 2, *Requirement Worksheet*, when no DESC contract exists or when amendment to an existent

contract is required. New requirement contract requests shall be directed to the AFPET for action. Contract requests sent directly to DESC shall not be honored or processed.

6. REQUEST SUBMITTAL. Air Force activities shall submit Out-of-Cycle Purchase Requests and new contract Requirement Worksheets to the AFPET either by E-mail at [afpet.aff@dla.mil](mailto:afpet.aff@dla.mil) or by Facsimile at DSN 427-8676/Commercial 703-767-8676. The AFPET shall provide receipt confirmation to the activity within 48 hours.



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